

Death Claims Process
Higher Education Agencies

If the decedent is an employee:

ABC notifies Benefits Administration of employee's death by sending an email to Benefits.Administration@tn.gov or submitting a Remedy incident ticket to Benefits Administration.

Higher Education Agencies complete the Notice of Death form and provide the beneficiary with the Beneficiary Statement to complete and return to the agency. All paperwork, original death certificate and accident report (if applicable) should be sent to Benefits Administration. Copies of the enrollment form and beneficiary designation form should also be attached with this paperwork.

If the beneficiary is a minor, guardianship papers for the minor beneficiary or documentation of a bank account set up under the Tennessee Uniform Transfer to Minors Act must be sent to Benefits Administration with the death claim paperwork.

NOTE: The ABC should only sign in the completed by section, do not sign under the policyholder's representative/title section; this is to be signed by Benefits Administration.

Upon receipt of the requested information Benefits Administration will electronically submit the claim to Minnesota Life Insurance Company for processing.

Standard processing time for a death claim is 4 to 6 weeks.

**Optional Special Accident (OSA) is a product of Minnesota Life. If the employee has this benefit, please provide a copy of the OSA enrollment form and accident report with the death claim paperwork.*